

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 21-309-4

Title of Position: Nurse/Wellness Coordinator
Vacancy exists in the Human Services Department

Salary Range: \$41,964 – \$51,426 annually / 25 hours weekly
Hours are 8:30am – 2:30pm

Date Posted: November 5, 2021

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Position
Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Director of Senior Services will be responsible for providing appropriate health and wellness services and programs to residents and employees of the City of Warwick and to plan, organize and manage Wellness Clinics located at the Pilgrim Senior Center and various City building locations. Duties will include:

- Assists residents and employees with tools needed to maintain optimal health by providing routine biometric health screenings and providing appropriate resources and guidance when necessary.
- Serves on the Workplace Wellness Committee that meets monthly to share ideas and resources, and provides expert advice and consultation to members who act as liaisons in their respective departments.
- Works closely with Social Services staff and partnering agencies to provide support and assistance.
- Provides educational workshops.
- Coordinates with City staff, local and statewide agencies to develop and implement health programs and screenings.
- Coordinates the Equipment Lending Program and other programs as required.
- Works with staff to assist in coordination of yearly flu clinics, health fair and other programs.
- Serves on Health Boards, commissions and committees as required.
- Assists the Fire Department with the M.E.D.S. (medical emergency distribution system plan).
- Performs related work as required.

Education & Experience: Applicant must possess a State of Rhode Island Registered Nurse license; supplemented with two years related work experience providing professional nursing service; or any equivalent combination of education experience; must possess a current CPR and First Aide certificate. Preference will be given to candidates who have experience working with the community or who have experience with case management.

SPECIAL NOTE: Driver's License check for the last two years will be performed and a criminal background check. Negative findings may prevent applicants from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>